



City of Falls City

299 Mill St • Falls City, Oregon • 97344
Ph. (503) 787-3631 • www.fallscityoregon.gov

PUBLIC NOTICE: City Council Meeting

Date: Monday, July 12, 2021, Time: 6:00 pm

Location: 320 N Main St. Falls City, OR 97344

Or Web Application, in writing

How to Attend and/or Participate:

1. **In Person:** 320 N Main St. Falls City, OR 97344

2. **Call-in:**

a. 1-253-215-8782

b. Meeting ID: 878 7406 4319

c. Passcode: 099970

d. You will be muted but may “raise your hand” to indicate you wish to comment.

3. **Web Application: Zoom Webinar**

<https://us06web.zoom.us/j/87874064319?pwd=QXludlRTY3N5VGtqNkY2ZlpLZlINdz09>

a. Meeting ID: 878 7406 4319

b. Passcode: 099970

c. You will be muted but may “raise your hand” to indicate you wish to comment during Public Comments.

4. **Write-In:** Using regular mail or email.

a. info@fallscityoregon.gov; 299 Mill St. Falls City, OR 97344

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least one working day prior to the need for services and every reasonable effort to accommodate the need will be made.

AGENDA

1. CALL TO ORDER & ROLL CALL

Jeremy Gordon, Mayor ___ Dennis Sickles ___ Lori Jean Sickles ___

Jennifer Drill ___ Tony Meier ___ Amy Houghtaling ___ TJ Bailey ___

2. PLEDGE OF ALLEGIANCE

3. MOTION TO ADOPT THE ENTIRE AGENDA

4. ANNOUNCEMENTS, APPOINTMENTS, APPRECIATION, PROCLAMATIONS

a. Laura Evans- Parks and Recreation Committee-----pg. 1-2

b. Pride Month Proclamation-----pg. 3

5. COMMUNITY & GOVERNMENT ORGANIZATIONS

- a. Falls City Public Works Report ----- pg. 4
- b. Falls City Fire Report -----pg. 5-8
- c. Polk County Sheriff's Report----- pg. 9

6. REPORTS

- a. Mayor
- b. Council
- c. Manager Report -----pg. 10-13

7. CONSENT AGENDA

- a. Approval of the Minutes
 - i. May 10, 2021, Regular Meeting-----pg. 14-21
 - ii. June 14, 2021, Regular Meeting -----pg. 22-27
- b. Approval of the Bills-----pg. 28-31

8. PUBLIC COMMENTS & LETTER COMMUNICATIONS

In order to encourage an environment of openness, courtesy and respect for differing points of view, please refrain from behavior that is disruptive to the meeting such as making loud noises, clapping, shouting, booing, or any other activity that disrupts the orderly conduct of the meeting. Abusive language will not be tolerated.

- a. Please limit your commentary to five (3) minutes or less.

9. NEW BUSINESS

- a. Group Camping Permit-John and Nancy Hibbs-----pg. 32-33
- b. Noise Permit- Mountain Gospel Fellowship -----pg. 34-37

10. OLD BUSINESS

- a. Mayor Vacancy -----pg. 38-43

11. CITIZEN COMMITTEES

- a. Parks & Recreation, Public Works, Historic Landmarks are all back to in person meetings located at the Community Center.

12. ADJOURN



RECEIVED JUL 06 2021

City of Falls City

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Instructions: Fill out both sides of form and submit to City Hall.

Contact Information

Name: Laura Evans
Street Address: 217 N. Main St.
Mailing Address: (same)
City/State/Zip Code: Falls City, OR 97344
Home Phone: (503) 787-4218
Work Phone: (503) 399-5533
E-Mail Address: ~~o~~ jason.laura.evans@gmail.com

Background

Years of Residence in Falls City: 3 +
Place of Employment: Salem Keizer School Dist. (West Salem HS)
Occupation: Teacher
Educational Background: BA, Humanities - Willamette University
MAT - Education - Willamette University
MA - Brit & Amer. Lit - OSU
Prior Civic Activities: Latino Club Advisor (service to Latino community) 2013-20.
TAT co-Advisor 2012 (Salem service club)
Camp counselor (various ages 9-15, 8 total years, 1 wk each)
RIF Grant Manager 2002-2006

Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

*Please continue to reverse side of form for completion.

Special Skills or Qualifications

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

- Deep interest/prior study in managing ecological systems with regards to native plants, regenerative management/farming

Motivation

Discuss your motivation for serving on this Committee.

Parks - preserving & managing them is a life long passion
Recreation - having safe, accessible, varied activities for our community (& my own 3 kids) is important to both health & safety.

Special Notice

- ✓ Please be advised that members of the City Council and Planning Commission are required to file an annual Statement of Economic Interest with the State of Oregon.

Agreement and Signature

- ✓ By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if, I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed) Laura A. Evans
Signature *Laura A. Evans*
Date 6/30/21

Thank you for completing this application form and for your interest in volunteering with us.

City of Falls City

Proclamation

Whereas: residents, business owners, and visitors have celebrated Falls City Pride for many wonderful years;

Whereas: on July 8, 2019, The City Council of Falls City voted to sanction and support an annual Falls City Pride community event;

Whereas: most communities recognize Pride during the month of June in honor of the many United States Supreme Court decisions advancing LGBTQ rights, and the Stonewall Uprisings, which began on June 28th, 1969. Falls City Pride is celebrated during the month of August, in part to extend celebrations throughout the summer;

Whereas: the uninhibited freedom to love, cultivate community and, for some, to build family, is fundamental in our pursuit of life, liberty, and property, as protected in the 14th Amendment to the United States Constitution;

Whereas: everyone should be able to live without fear of prejudice and discrimination based on race, ethnicity, religion, class and economic status, gender identity, rural status, sexual orientation, age, size, mental or physical disability and to be supported by their peers, educators, and community leaders;

Whereas: the rejection of discriminatory practices and beliefs is not itself an act of intolerance, but is truest to the founding ideals of this and all nations that value our highest principles of equality, democracy, prosperity, love, and freedom;

Whereas: Falls City, Oregon honors and celebrates its LGBTQ+ community that includes people of all races, ethnicities, religions, and professions, and;

Whereas: the City of Falls City is a community where everyone is welcome and celebrated for our differences rather than lowering ourselves to what need never divide us;

Now, Therefore, Be It Proclaimed that I, Jeremy Gordon, by virtue of the authority vested in me as Mayor of Falls City, in the State of Oregon, do hereby proclaim that the month of August, beginning in the year 2021 and in every year thereafter, will officially be recognized as Pride month in the City of Falls City;

Jeremy Gordon , Mayor



City of Falls City

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Public Works Report JUNE of 2021

Administration.

Normal operations.

Water Division

Normal operations.

Sewer Division

17th plugged sewer tank at 360 S Main.

Streets Division

Normal operations.

Parks & Cemeteries Division

Normal operations.

Non-Sewer Wastewater Division (TMDL)

Normal operations.

Jamie Ward

From: Sharon <pookie122917@aol.com>
Sent: Wednesday, July 7, 2021 6:37 AM
To: AJ Foscoli; Jamie Ward; Mayor
Subject: FCFD monthly stats for July Council Mtg
Attachments: FCFD volunteer activity mo report 7 2021.docx

Greetings everyone!

FCFD had 24 calls for June 2021
17 Medical I of which was a Falls Rescue
2 Public lift assists
2 Motor Vehicle Crashes
3 Burning complaints

3 of these calls were in SW Rural call area

4 of our medical calls for June were heat exposure emergencies due to the extreme heat conditions of temps well over 100 degrees

It might be helpful if some hints were listed on the community web page for high temperature weather conditions ?

Such as:

Stay Hydrated with plenty of fresh water. It is recommended to avoid high caffeine and sugar, alcohol and nicotine in extreme heat conditions

If working, take frequent breaks in the shade or a cooler area if possible.

Place a damp, cool towel around your neck to help keep you cool.

Close window curtains or hang up towels, blankets, etc. to block the sun from heating rooms and homes (Shade cloth works very well for this as well). Also do the same for your vehicles.

Open windows, doors, attics, garage doors in early mornings or late evenings to allow the heat to escape and cool off

Cook meals in the early mornings or serve items that can be warmed in the microwave to prevent heating kitchen more.

Serve cold items such as salads, watermelon, iced tea, frozen fruit juice, etc.

do not leave food items, such as meats, salad dressings, mayonnaise, etc out on the counter. Always refrigerate to avoid food poisoning!

If no Ac use fans to move air around in rooms. Close doors to rooms you do not need to use.

Move pets if possible to indoors or cooler areas, set up fans for air movement. make shade for them using shade clothes, etc.

Be aware of early warning signs of heat exposure and heat exhaustion: Headaches, blurred vision, feeling very hot, weak, fatigued, malice, heavy sweating, or unable to sweat, parched, dry, hot skin, irritable, muscle cramps, abdominal cramps,

unable to think clearly. If not corrected, these symptoms may progress to unresponsiveness and eventually a coma.

Pets too experience these symptoms, along with heavy panting, pacing or become lethargic.

To cool someone who is experiencing heat discomfort, give cool not ice cold water to drink. Spritz cool water on face, arms, body. Move to in front of a fan, or AC. If not AC in home, turn on AC in vehicle, cool it down and move person to cooled vehicle. Apply ice packs, wrapped in cloth (never directly onto skin) in pulse point areas, such as back of neck, forehead, inner arms, groin, back of knees, cool feet. (These methods also work well for pets and farm animals).

In severe hyperthermic conditions, (Body temp over 104 degrees F or 40 degrees Celsius) if person is unable to follow directions, unable to stand or walk, breathing difficulties or seem mentally impaired, call 911. Move to a cooler area if possible, turn on fan or fan person with a magazine, towel, etc. Do not give anything to drink or eat! Cool with damp, moist towels, ice packs, etc., and remain with them until help arrives.

Thank you everyone, for all that you do for our community, your hard work and dedication!
Thank you Mr. Mayor for your years of service to our community too, We wish you the best in your new position as County Commissioner!

Take care everyone and stay well!

Respectfully,
Sharon Volk Greve
Assistant Chief
Falls City Fire
Cell: (503) 871-5140

*Please find attached current roster for volunteers

Falls City Fire Dept. Volunteer Activity Report JULY, 2021

	Name	Rank/Cert	DPST	Active "Yes" or "No"
1	Albert, Lori (4-11)	Eng /EMT I	12941	Y
2	Bishop, Julee' (2-07)	Sup.Prob F F/M	24016	Y
3	Creekmore, Donna (8-18)	Chaplain		Y
4	Creekmore, Jonathon G. 10-07	AC/EMR	24943	Y
5	*Cushway, Mason (11-2019)	Junior (F/M)		Y
6	Dennis, Wyatt (8-20)	Junior F/M)		Y
7	Dunmire, Brody(5-20)	Prob FF		Y
8	Gusarov, (Geno) Gennadiy (9-20)	Prob FF M		Y
9	Jennifer, Drill (9-19)	Prob FF		Y
10	Epperson, Jay (7-20) (1-14)	Cpt. EMR	14346	Y
11	Gilbert, John (9-06)	BC/EMR	23390	Y
12	Inman, Larry (5-19)	Prob FF/M	15572	Y
13	Rasnake, Mikayla (8-20)	Prob. Junior		Y
14	Richardson, Abbey (9-18)	ProbFF	38799	Y
15	Schwarz, Hannah (7-20)	Prob. Junior		Y
16	Schwarz, Staci (9-19)	Sup Prob/FF/M		Y
17	Schwarz, Jeff (5-17)	Junior Prob FF/ M		Y
18	Schwarz, Jon, Jr. (5-16) Adult 12-19	Prob FF	37498	Y
19	Schwarz, Jon, Sr. (5-17)	Prob FF/M	37498	Y
20	Smith, Paul (1-96)	BC /EMR	11555	Y
21	Varny, Brittany (7-16)	FF/EMT	37500	Y
22	Volk Greve, Sharon (2-96)	AC/EMT I	11590	Y
23	Wagner, Danielle 7-16	Prob FF	37501	LOA (Maternity)
24	Wagner, Karl C. (1-00)	Capt FF	15575	Y
25	Watkins, Aron	Prob FF		Y
26	Young, Robert (1-82)	Chief EMR	06608	Y

Report submitted by Sharon Volk Greve, Assistant Chief, Falls City Fire and EMS UPDATED July 6th, 2021

Falls City Fire Dept. Volunteer Activity Report JULY, 2021

May 2021 Falls City Stats

Falls City Calls for Service							
Assault		Harassment		Misc Crime		Susp Activity	2
Area Chk		Driving		Miss Person		Susp Person	
Animal	5	Domestic Dist	2	Noise	3	Susp Vehicle	
Community Event		Found Property		EDP	1	Theft	2
Burglary		FIR		Ordin Vio	1	Trauma	
Assist Other Agency	4	Fraud	1	Hit and Run	1	traffic assist	
ATL (attempt to locate)		Follow up	4	Natural Gas		Traffic Stops	1
DUI		911 hangup		runaway		Trespass	
Citizen Contact	5	Illegal Park		sex offense		Warrant	
Civil Paper Service	17	Gen Disturb	1	Shots Fired	1	Welfare Check	1
Criminal Misch	1	Alarm		Stolen Veh	1	Uncon	

Falls City Calls for Service	71	Of the FC Calls for Service	8	involved crimes	
Total Calls for Service (county wide)	1602	FC Cases Cleared by Arrest	3	37.5%	clearance
Falls City % of Total Calls	4.4%	Total Arrests in Falls City	4	6.7%	of total arrests

Total Service Calls (Polk County)	1602	Crimes Occ	134	49.3%
Cases Cleared by arrest	66	Juvenile Arrests	1	(county wide)
Total Arrests (county wide)	60	Juvenile Arrests	0	(Falls City)
				(only true crimes reported here)



City of Falls City
299 Mill Street
Falls City, OR 97344
Ph 503.787.3631

City Manager's Report July 12, 2021

Introduction

Since our last meeting, we experienced an unprecedented heat wave that hit the Mid-Willamette Valley, taxing communities and individuals alike. Long range weather forecasts predict that there may be several more extended hot weather events that will affect our residents and the regional electrical grid. It is therefore important that we be prepared for these eventualities, so that the health and safety of our residents is not compromised. Thanks to our longstanding partnerships with regional service organizations, we were able to have a cooling center to assist those without air conditioning. As with the most recent heat wave, the city will proactively coordinate and collaborate with our regional service organizations, and to the best extent possible, with our regional power providers, to ensure that our residents are properly informed on how to deal with these disrupting events.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in previous city manager's reports, we are still working through the logistics of securing a grant award to cover the costs of the Cultural Resource Survey. The review process has now reached the USDA's regional level of scrutiny and we should know whether we will receive this grant later in the summer.

As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon (Resolution 05-2021 approved by council at the March 29 Special Council Meeting) is allowing us more time to cover the cost of the Biological Assessment required by USDA. The determination of the additional CDBG request has been conditionally approved, and will be official once all the documents have been signed by Falls City and returned to Business Oregon.

IT Project – Thanks to the more than 70% of the Oregon population having received at least one COVID-19 vaccination shot, restrictions on in person meetings have largely been lifted. In surveying other communities, in-person or at least hybrid meetings have now become the norm and the same goes for Falls City. As everyone will be able to attest, the council chambers will be filled with people again, where we will be livestreaming the council meeting using laptops, and microphones. This hybrid system should help to increase civic engagement that has been impacted in the past year due to restrictions on indoor participation & social distancing.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

Doctor's Office Renovation – We have initiated temporary agreements with several tenants to allow them time to get their individual spaces ready until entering into formal agreements from July 1 (we have yet to sign contracts with the tenants, but will be doing so as schedules allow in July). We are in still talks with Salem Health to see if they can provide direct health and wellness and/or telemedicine services to Falls City. The conversation is ongoing, and I will update the council as more progress is made.

Vaccination Event – Oregon Health Authority and Bi-Mart brought a vaccination event to Falls City on June 18th. It was held at the Community Center and though up to 100 people could have received the first dose of the Pfizer COVID-19 vaccine, only 4 individuals opted to participate. We will be following up with Salem Health for possible future comprehensive vaccination clinic/events to be held at the High School that will include medical screenings. We hope that residents will take advantage of the various services, including sports physicals that Salem Health is planning on providing for our community.

Hot Weather Power Outages – The city of Independence has organized a presentation by Pacific Power to highlight the increasing challenges of maintaining electrical service to its customers during high use events precipitated by hot weather. The State PUC has recently created a process to allow power providers the ability to turn off power (brownouts) if there is a concern over potential fires from weather related events, which in turn will lead to more frequent impacts to our communities. As the possibility of longer-term power outages increases with the intensity and duration of the hot weather events, the burden on the grid increases commensurately, potentially affecting more and more of our residents.

Sincerely,



AJ Foscoli



7/09/2021

Jeremy Gordon
Mayor of Falls City
299 Mill Street
Falls City, OR 97344

RE: Conditional Award for Community Development Block Grant, City of Falls City, Falls City Wastewater Improvements, P17004, \$143,000.

Dear Mayor Gordon:

Congratulations on your successful application for the above-referenced project! You will be receiving a grant for \$143,000 from the Community Development Block Grant program. This program, administered by Business Oregon (Oregon Business Development Department), provides grant funds to cities and counties to upgrade public infrastructure, develop community facilities and provide essential services to the workforce and your citizens.

The following condition must be satisfied, as determined by Business Oregon prior to issuance of a grant contract for this project:

1. Provide implementable action plan that includes an updated and reasonable project timeline for the projected deadline.

Please note that the legal obligation for funding is subject to execution of a contract between your jurisdiction and the state acting by and through the Oregon Business Development Department. For your convenience, here is the link to the Grant Management Handbook (<https://www.orinfrastructure.org/Infrastructure-Programs/CDBG/Handbooks/>) that explains how to manage the project in accordance with the requirements of the Community Development Block Grant Program.

Project funds cannot be obligated or spent for any activity until a contract has been executed and the environmental review process described in Chapter 3 of the Grant Management Handbook has been completed for each activity. I have included with this letter a blank [Determination of Exemption for Environmental Review](#), which should be completed prior to commencing any other work on this project.

We encourage you to expand public awareness of your project's purposes and benefits through events and the media. Please notify us of any event celebrating your project.

We look forward to working as a partner with you to complete this project. If you need assistance, please contact me at shelby.m.gonzales@oregon.gov or (971) 375-7892.

Sincerely,

Shelby Gonzales

Shelby Gonzales, CDBG Project Manager
Business Oregon

Enclosure:

- Determination of Exemption

C: AJ Foscoli, City Manager, City of Falls City
Arthur Chaput, Regional Development Officer
State Senator Dick Anderson
State Representative David Gomberg
File

City of Falls City
City Council Meeting Minutes
Monday May 10, 2021, 6:00 PM
COVID-19 Related Zoom Meeting

<https://zoom.us/j/98656766387?pwd=bEVRRjBwbnlJWVdhQXpITDFpVG9Wdz09>

Call in #1-253-215-8782, Meeting ID: 986 5676 6387 Passcode: 585730

Council Present: Lori Jean Sickles, Tony Meier, Amy Houghtaling, T.J. Bailey

Staff Present: AJ Foscoli, City Manager; Jamie Ward, City Recorder

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:01 p.m. Clerk Ward took roll call. Dennis Sickles arrived at 6:02 p.m.

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor T. Meier and seconded by Councilor T. Bailey to adopt the entire agenda. Motion carried 5-0-0-1. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey.

4. Announcements

A motion was made by Councilor A. Houghtaling and seconded by Councilor L. Sickles to appoint Charlie Flynn, Art Houghtaling, Jason Evens to serve as members of the Budget Committee. Motion carried 4-0-1-1. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, T.J. Bailey. Abstain: Amy Houghtaling,

5. Community & Government Organizations

a. Public Works Report
None

b. Fire Report

Sharon Volk Greve reported that the Falls City Volunteer Fire Department is preparing fire season and has already had five (5) grass fires in the month of April. Luckily, they were small and easy to extinguish. There were seven (7) medical calls and three (3) vehicle accidents. Two (2) volunteers are now certified EMTs on the department.

c. Sheriff Report
None

6. Reports

a. Mayor Gordon went over his managers report (see exhibit A) but wanted to give a big shout out to Jon and Donna Creekmore, Amy and Art Houghtaling, the full school board, and public works committee members, Guy Mack and Jeff Propp, for providing written testimony to the Joint Committee on Ways and Means in support of American Rescue Plan appropriations for the city of Falls City Wastewater Project.

Mayor Gordon went on to read that given the misinformation about this project expressed on social media during the election season, and in response to a recent letter shared in the council packet by a resident who questioned the very existence of the project, I would like to propose the following constituency outreach measures:

- Beginning in June, I will hold constituent “office hours” every Friday from 9am – 12pm for citizens to drop by City Hall and ask any questions about matters that are before the Council. If there are no objections, it might be a good idea to include “mayor office hours” in the city newsletter. As always, my email and phone number are posted on the City website and folks are free to make appointments or give me a call/email and often do so.
- I’d like to ask a City Councilor to volunteer to gather sewer or water project websites that other cities have created. I will then use those samples to draft an appropriate webpage for the Falls City sewer project and present to Council/staff/funding partners/engineer for approval.
- I’d like to ask for Council’s blessing to draft a brief sewer update from the full City Council to include in an upcoming newsletter. Given that this project has been unanimously placed as the #1 Council Goal for several years and given that we discuss details of the project in virtually every Council meeting, we should be able to come to a consensus on appropriate messaging that clearly reflects the project’s status.

Mayor Gordon paused after the constituency outreach measures to ask council for ideas or comments.

Councilor A. Houghtaling asked if he was wanting links for the website suggestions? She also stated that holding meetings on every Friday was a big commitment and recommended he tailor that down to every other week.

Councilor T. Bailey wanted to echo what Councilor A. Houghtaling was suggesting about overextending and also stated that the website idea was a fantastic idea as well as the sewer update for an upcoming newsletter.

- b. Councilor T. Bailey wanted to update council that he submitted the Kubota grant for the Hometown Pride to assist with the skate park.

Councilor J. Drill wanted to bring up that the property next to where the proposed lagoon site is available for sale again and feels that it could be in our best interest to investigate purchasing that property.

Mayor Gordon thinks that would be a good idea to have staff reach out to city engineers to investigate the feasibility of owning that land.

City Manager Foscoli agrees that it could help “future proof” the wastewater project. He stated he will reach out to the engineer.

- c. City Manager Foscoli read his staff report (see exhibit B).

7. Consent Agenda

A motion made by Councilor A. Houghtaling and Seconded by Councilor T. Meier that the City Council of the City of Falls City accept the consent agenda approval of the Bills. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays:

8. Public Comments

None

9. New Business

a. Supplemental Budget Two (2)

A motion made by Councilor A. Houghtaling and Seconded by Councilor T. Bailey that the City Council of the City of Falls City adopt RESOLUTION 05-2021 FISCAL YEAR 2020-2021 SUPPLEMENTAL BUDGET 2. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays:

b. Step by Step Horse therapy Business License Application

A motion made by Councilor T. Bailey and Seconded by Councilor L. Sickles that the City Council of the City of Falls City approve the Business License for Step by Step Horse therapy. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays:

c. 2019-2020 Fiscal Year Audit was approved and submitted. Mayor Gordon stated it will be posted on the website.

City Manager Foscoli brought to councils' attention that the auditors had a few questions regarding the shared services fund, and we will most likely be moving away from that fund in Fiscal Year 2021-2022

d. Mid-Willamette Valley Council of Governments amendment to the agreement. A revised contract to split the costs of the current contract in two installments of \$10,000 to the Mid-Willamette Valley Council of Governments CDBG administration contract for the ongoing effort to support the Community Development Block Grant work (Environmental Review Record).

A motion made by Councilor D. Sickles and Seconded by Councilor T. Bailey that the City Council of the City of Falls City to direct the mayor to sign the update contract between the city of Falls City and the Mid-Willamette Valley Council of Governments (MWVCOG, or COG). Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays:

10. Old Business

None

11. Good of the Order

Some concerns for the concerts that are being promoted for S. Main St. those complaints can be forwarded to the City Manager.

Councilor A. Houghtaling asked what the city needed help with the Spring Clean?

City Recorder, Jamie Ward stated the city needed volunteers desperately.

12. Adjourn
No motion made.

The meeting adjourned at 6:54 p.m.

_____ Mayor, Jeremy Gordon
Attested: _____ City Recorder, Jamie Ward

Draft



City of Falls City
 299 Mill Street
 Falls City, OR 97344
 Ph 503.787.3631

OFFICE OF THE MAYOR
 JEREMY GORDON

Mayor's Report, May 10, 2022

Falls City Wastewater Project and ARPA Funding Advocacy

Please join me in thanking Jon and Donna Creekmore, Amy and Art Houghtaling, the full School Board, and public works committee members, Guy Mack and Jeff Propp, for providing written testimony to the Joint Committee on Ways and Means in support of American Rescue Plan appropriations for the Falls City Wastewater Project. I provided live testimony to the full Joint Committee on Saturday, April 24th and stressed the need for additional, non-grant funding to help keep sewer rates reasonable for our sewer users. I was pleased that the chair selected me to speak as there were hundreds of folks in the queue waiting to provide testimony. I also submitted written testimony by pulling citizen statements drawn from the community-wide survey the City conducted in 2019, which included many unprompted statements of support for the sewer project, and none against. State Representative, David Gomberg, submitted materials in support of our project, and I believe the project is included on the Regional Solutions list. As expected, the total ask of the Oregon legislature far exceeds the total federal dollars appropriated for capital projects in Oregon. Though it is highly unlikely that my full ask of \$800k will be appropriated, let us all hope that at least some of the funds are appropriated, which are literally intended for projects like these in low-moderate income rural communities.

Given the misinformation about this project expressed on social media during the election season, and in response to a recent letter shared in the council packet by a resident who questioned the very existence of the project, I'd like to propose the following constituency outreach measures:

- Beginning in June, I will hold constituent "office hours" every Friday from 9am – 12pm for citizens to drop by City Hall and ask any questions about matters that are before the Council. If there are no objections, it might be a good idea to include "mayor office hours" in the city newsletter. As always, my email and phone number are posted on the City website and folks are free to make appointments or give me a call/email and often do so.
- I'd like to ask a City Councilor to volunteer to gather sewer or water project websites that other cities have created. I will then use those samples to draft an appropriate webpage for the Falls City sewer project and present to Council/staff/funding partners/engineer for approval.
- I'd like to ask for Council's blessing to draft a brief sewer update from the full City Council to include in an upcoming newsletter. Given that this project has been unanimously placed as the #1 Council Goal for several years, and given that we discuss details of the project in virtually every Council meeting, we should be able to come to a consensus on appropriate messaging that clearly reflects the project's status.

Community Center Volunteer Cleaning Schedule

Due to periodic issues with the cleanliness of the Community Center common areas, I would like to propose a few solutions that can help keep the space clean, integrate our efforts better with the Fire Department, and ensure we are equipped for COVID-19 related safety issues and compliance.

- Use of some remaining CARE Act funds for the purchase of cleaning and disinfecting supplies. John Gilbert, Fire Association President/FSCD Facilities Manager provided a list of supplies and equipment that will help both the Fire Dept. and other volunteers. Manager Foscoli is on board with this plan.
- I'd like to ask willing councilors and committee members to participate in a monthly cleaning schedule. I will work with John to create a manageable checklist of tasks.

Fire Department Discussions

- Councilor Foscoli, Chief Young, and Association President Gilbert met recently to discuss fire budget issues, fire levy renewal timeline/options, and potential consolidation discussions. We had a productive discussion about conditions for partnerships and some of the difficulties with past negotiations with SW Polk. During a recent visit to the Polk County BOC, Commissioner Pope and I discussed his involvement as a regional convener to discuss possible consolidation scenarios in the County. Manager Foscoli, Commissioner Pope, Chief Young, and I are meeting on May 14th to discuss Falls City's positions and potential involvement with these efforts. We are all committed to ensuring quality public safety services at optimal cost for citizens. And it is in Falls City's best interest to participate in these discussions in advance of any Council/citizen decisions.

City Council Email Standards

"No quorum of a governing body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690." As we were trained recently, and as has been communicated many times in the past, it is a possible violation of public meetings laws to discuss by email with a quorum of the Council, any matters that might require deliberation toward a decision outside public meetings, including interpretation of public meeting requirements. I appreciate that Council raised this issue during our previous meeting and identified two violations. There was some 'damage control' responses that should also wait until a public meeting. Let's agree to keep any discussions about any future violations confined to the state statute and address in a public meeting.

Good of the Order (quoted from Robert's Rules, 11th Edition, FYI)

"This heading refers to the *general welfare of the organization* (emphasis mine) and may vary in character. Under this heading (in contrast to the general parliamentary rule that allows discussion only with reference to a pending motion), members who obtain the floor commonly are permitted to offer informal observations regarding the work of the organization, the public reputation of the society [City Council], or its membership [individual public officials] or the like."

Thanks to all of you for your continued service. It is my privilege work with all of you for the betterment of Falls City.

Sincerely,



Jeremy Gordon, Mayor



City of Falls City
 299 Mill Street
 Falls City, OR 97344
 Ph 503.787.3631

City Manager's Report May 10, 2021

Introduction

Since our last meeting, our community started enjoying some freedom of movement as the Governor's restrictions for Polk County were eased, and then unfortunately, those restrictions came back to tamp down the growing enthusiasm. We have adapted to these dynamic conditions and have found that the community is following suit. Our foyer has been open for some time and it has helped our customer service improve during these COVID-influenced times. We're hoping that as Falls City has supported its citizens in vaccinating, enough others around the county will do so as well, to allow us to have a summer better than the last.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in previous city manager's reports, we're still working through the logistics of securing a grant award to cover the costs of the Cultural Resource Survey. As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon is allowing us more time to cover the cost of the Biological Assessment required by USDA. In order to pay for this administrative requirement, the state's DEQ representative is coordinating with the Army Corps of Engineers in order to identify whether this falls under a programmatic agreement between federal agencies. We will know the outcome of this effort to mitigate upfront costs in the next few weeks. In order to cover all of the additional prerequisite assessments to qualify for USDA funding, we have submitted an additional CDBG grant, as well as a DEQ interim loan request that will then be rolled into the USDA construction funding.

IT Project – The work to ensure that council chambers have the ability to livestream council meetings using laptops, microphones and YouTube is complete. The video-camera/microphone set up will be operational for the May meetings, though we are still taking precautionary measures regarding in person meetings. According to the Governor's restrictions for Polk County, we will be returning to the High Risk category, meaning virtual meeting protocols will be in place, with the possibility of indoor participation with social distancing.

Note: If you have questions/concerns, please respond to me individually by email, phone, or in person. This way we avoid violating any public meetings laws with a "reply all" response, or multiple councilors discussing on the same thread.

Doctor's Office Renovation – The promotion of the Luckiamute Clinic building space for occupancy by local businesses, non-profits and public partners has been very successful. The RFI (Request for Information) from potential tenants received interest from 9 parties. The next steps are to enter into short-medium term agreements with those tenants able to occupy sections on the building in the coming months. As for the facility itself, we outfitted it with Wi-Fi for future tenants and are holding off on adding heating upgrades until the next fiscal year.

Vaccination Event – Salem Health, with its mobile vaccination unit, held a vaccination event at our Community Center and 150 people received the 1-shot Johnson & Johnson COVID-19 vaccine. Though in the following week, the CDC (Center for Disease Control) & FDA (Food & Drug Administration) paused the use of that particular vaccine due to an overabundance of caution from 6 extremely rare cases of blood clotting in vaccine recipients, the pause has since been lifted. The more than 6.8 million doses administered with few to no adverse effects, have been pointed to as clear indication that the vaccination efforts to help the country get back to normal are proceeding successfully.

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City of Falls City
City Council Meeting Minutes
Monday June 14, 2021, 6:00 PM
COVID-19 Related Zoom Meeting

<https://zoom.us/j/98656766387?pwd=bEVRRjBwbnlJWVdhOXplTDFpVG9Wdz09>
Call in #1-253-215-8782, Meeting ID: 986 5676 6387 Passcode: 585730

Council Present: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey

Staff Present: AJ Foscoli, City Manager; Jamie Ward, City Recorder

1. Call to Order and Roll Call

Mayor Gordon called the meeting to order at 6:00 p.m. Clerk Ward took roll call.

2. Pledge of Allegiance

Mayor Gordon led the pledge.

3. Motion to adopt the entire Agenda

A motion was made by Councilor D. Sickles and seconded by Councilor T. Bailey to adopt the entire agenda. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey.

4. Announcements

A motion was made by Councilor T. Bailey and seconded by Councilor L. Sickles to appoint Lori Jean Sickles (renewal), Georgia Griffith, and Laura Britton to serve as members of the Parks and Recreation Committee. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey.

5. Community & Government Organizations

a. Public Works Report
None

b. Fire Report
None

c. Sheriff Report
None

6. Reports

a. City Manager Foscoli read his staff report (see exhibit A).

7. Consent Agenda

A motion made by Councilor T. Bailey and Seconded by Councilor L. Sickles that the City Council of the City of Falls City accept the consent agenda approving the April 12, 2021 City Council, May 12, 2021 Budget Committee Minutes, and the Bills. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, TJ Bailey. Nays:

8. Public Comments

None

9. Budget Hearing

- a. Mayor Gordon read Public Hearing rules on the Budget
“This public hearing is an opportunity for any member of the public to make comments and/or requests regarding the approved budget for fiscal year 2021-2022, beginning July 1, 2021. The Budget Document has been available for review at City Hall, and on the City’s webpage since May 07, 2021”.

Opened at 6:18 p.m.,

Public Comments
None

Closed at 6:18 p.m.

- b. Mayor Gordon read Public Hearing rules on Revenue Sharing.
“This public hearing is an opportunity for any member of the public to comment on or make requests regarding how State Revenue Sharing Funds will be spent in the 2021-2022 fiscal year beginning July 1, 2021. State Revenue Sharing funds are a share of certain revenues of the State Oregon that shall be apportioned among and distributed to the cities of this state for general purposes”.

Opened at 6:19 p.m.

Public Comments
None

Closed at 6:19 p.m.

City Manager Foscoli explained Resolution 07-2021 and stated that this was the same staff report presented to the Budget committee and the recommended changes were made to the budget.

A motion made by Councilor A. Houghtaling and Seconded by Councilor D. Sickles to move that the City Council of Falls City adopt Resolution 07-2021, A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS, LEVYING TAXES, AND ELECTING TO RECEIVE STATE REVENUES FOR FISCAL YEAR 2021-2022. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey

10. New Business

- a. Supplemental Budget 3 Resolution 06-2021

A motion made by Councilor T. Bailey and Seconded by Councilor D. Sickles to move that the City Council of Falls City adopt Resolution 06-2021, FISCAL YEAR 2020-2021 SUPPLEMENTAL BUDGET 3. Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey

- b. Business License-Jami Kidd

A motion made by Councilor A. Houghtaling and Seconded by Councilor T. Bailey to move that the City Council of Falls City approve the Business License for Jami Kidd Motion carried 6-0-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Amy Houghtaling, Dennis Sickles, T.J. Bailey

- c. City Manager Foscoli announced that Mayor Gordon submitted his verbal resignation from the Falls City City Council to take effect end of the day Tuesday, July 13, 2021 in order to be appointed as the next Polk County Commissioner at the end of July. City Council will

declare his seat vacant, announce his vacancy, and fill the position using a fair, transparent, and public process beginning at the next council meeting.

Councilor T. Bailey verified that council had sixty (60) days from the July 13, 2021, end date?

Mayor Gordon stated "yes, that is what our charter states."

Councilor A. Houghtaling suggested that council hold off till the end of August to appoint someone to fill the vacancy. To give residents time to really think if they are up to the task because it is a very big commitment.

Councilor J. Drill agreed with Councilor Houghtaling on waiting till the end of August and wanted to know if Mayor Gordon would put together a list of Mayor Guidelines or tips for whomever takes fills his role.

Mayor Gordon reaffirmed that he would be available to talk to anyone who is interest in applying for the mayor seat.

11. Old Business

- a. City Manager Foscoli addressed council with a contract option for code services from TCB Management Group. Code services has been one of council goals for years and feels that the contract service option would be a very wise solution to the city's code service budget limitations.

Manager Foscoli stated he has spoken with TCB Management group and they are willing to come and answer council questions.

Mayor Gordon stated that it may also be a good idea to host a town hall meeting once council has decided on this company for residents to get to know them and seek answers to questions they may have.

12. Citizen Committees

- a. Public Works Committee made a recommendation to council to spend some the America Rescue Plan Funds to repair the water mains on both 3rd and Mill street.
- b. All citizen committees are now meeting in person at the community center.

13. Adjourn

No motion made.

The meeting adjourned at 6:54 p.m.

_____ Mayor, Jeremy Gordon

Attested: _____ City Recorder, Jamie Ward



City of Falls City
 299 Mill Street
 Falls City, OR 97344
 Ph 503.787.3631

City Manager's Report June 14, 2021

Introduction

Since our last meeting, we have had a budget meeting to go over the Fiscal Year 2021-2022 budget and I was glad that the budget committee was in support of the recommendations that I put forth for Falls City. I anticipate that with the American Recovery Plan Act funds that will be distributed to states, counties, and municipalities in the next 18-24 months, we will have the opportunity to reconvene on budgetary matters as there will most likely be additional funds to tackle much needed community projects and goals. As these funds are primarily focused to support infrastructure, Falls City will be well positioned to receive further additional funding, if we can be proactive in prioritizing and conveying our community-wide projects to our regional and state partners.

Wastewater Project – I have been continuing to attend the regular meetings with the multi-organizational team putting together the ultimate application for financing through USDA-RD. As specified in previous city manager's reports, we are still working through the logistics of securing a grant award to cover the costs of the Cultural Resource Survey.

As previously stated, the extension of our deadline and modification of the contract for completion of work under the CDBG Grant with the State of Oregon is allowing us more time to cover the cost of the Biological Assessment required by USDA. In the most recent group meeting, we received news from our DEQ representative who was coordinating with the Army Corps of Engineers. As previously stated, one of the administrative requirements for the biological assessment could have been simplified had it fallen under the programmatic agreement between federal agencies with the Army Corps of Engineers in the lead.

Unfortunately, the federal nexus of jurisdiction was not taken over by the Army Corps of Engineers, therefore the additional assessment will have to be produced to move forward. In order to cover all of the additional prerequisite assessments to qualify for USDA funding, the proactively submitted additional CDBG grant, as well as a DEQ interim loan request that will then be rolled into the USDA construction funding, are helping us to still move forward to cover USDA's preliminary costs.

IT Project – As the work to ensure that council chambers can livestream council meetings using laptops, microphones and YouTube is complete, and we are nearing the lifting of all COVID restrictions for Polk County, I look forward to using the video-camera/microphone set-up for meetings starting in July. Given that most of the council members are vaccinated or willing to wear masks, we will move to in-person meetings, with precautionary measures, and allow for

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those not vaccinated or concerned for their health and wellbeing to participate remotely. This hybrid system should help to increase civic engagement that has been impacted in the past year due to restrictions on indoor participation with social distancing.

Doctor's Office Renovation – As previously stated, the promotion of the Luckiamute Clinic building space for occupancy by local businesses, non-profits and public partners has been very successful. We have initiated temporary agreements with several tenants to allow them time to get their individual spaces ready until entering into formal agreements from July 1 (to stay in line with the fiscal calendar for accounting purposes). We are in talks with Salem Health (thank you Mayor Gordon and Councilor Houghtaling for facilitating the introduction & conversation), to see if they can provide direct health and wellness and/or telemedicine services to Falls City. The conversation is ongoing, and I will update the council as more progress is made.

Vaccination Event – Oregon Health Authority and Bi-Mart have agreed to collaborate in bringing a vaccination event to Falls City on June 18th (from 2:00-6:00 pm). It will be held at the Community Center and up to 100 people will receive the first dose of the Pfizer COVID-19 vaccine. The second Pfizer COVID-19 vaccine dose is tentatively scheduled for July 9, 3 weeks from the first vaccination. This event is open to anyone 12-year-old and older (with parental consent for minors) and is currently scheduled to be a first-come, first-served basis. In addition, Councilor Houghtaling, with the Falls City School District, is working with Salem Health for an additional future comprehensive vaccination clinic/event at the High School that will include medical screenings. This puts Falls City at the forefront in combating the pandemic that has disrupted all of our lives for more than a year.

Spring Clean-up Event – Thanks to the amazing coordination of our own City Recorder, Jamie Ward, and Utility Biller, Athena Warren, the 2021 Spring Clean-up event was even more successful than last year. Their work to promote the event, assemble 20 volunteers and coordinate with our garbage service contractors made the event an extremely well-run and efficient affair. With the help of those volunteers, we were able to help approximately 43 of our senior and disabled residential homes. Dozens of loads were dropped off at the mill site, along with over 350 used tires. Republic Services will follow-up with the city on how many tons of waste, metal and yard debris were gathered at this event in the coming days.

Sincerely,



AJ Foscoli

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**City of Falls City
Transaction List by Vendor**

June 17, 2021

Type	Date	Num	Memo	Account	Clr	Split	Amount
Cascade Fire Equipment							
Bill	06/17/2021		Inv 115765	Accounts Payable		-SPLIT-	-334.05
Bill Pmt -Check	06/17/2021		Inv 115765	US Bank Checking		Accounts Paya...	-334.05
CenturyLink							
Bill	06/17/2021		Acct 5037874...	Accounts Payable		UTILITIES	-92.70
Bill Pmt -Check	06/17/2021		Acct 5037874...	US Bank Checking		Accounts Paya...	-92.70
City of Dallas							
Bill	06/17/2021		Inv03239/ Inv0...	Accounts Payable		-SPLIT-	-1,308.66
Bill Pmt -Check	06/17/2021		Inv03239/ Inv0...	US Bank Checking		Accounts Paya...	-1,308.66
Consumers Power Inc							
Bill	06/17/2021		Account #115...	Accounts Payable		Power	-165.76
Bill Pmt -Check	06/17/2021		Account #115...	US Bank Checking		Accounts Paya...	-165.76
Ferguson Waterworks							
Bill	06/17/2021		Inv. 0993952	Accounts Payable		Equipment O &...	-1,215.96
Bill Pmt -Check	06/17/2021		Inv. 0993952	US Bank Checking		Accounts Paya...	-1,215.96
Frlnk's General Store							
Bill	06/17/2021		Invoice No.06...	Accounts Payable		-SPLIT-	-82.46
Bill Pmt -Check	06/17/2021		Invoice No.06...	US Bank Checking		Accounts Paya...	-82.46
Local Government Law Group P.C.							
Bill	06/17/2021		Legal fees for ...	Accounts Payable		-SPLIT-	-1,200.00
Bill Pmt -Check	06/17/2021		Legal fees for ...	US Bank Checking		Accounts Paya...	-1,200.00
Mid Willamette Valley COG							
Bill	06/17/2021		Inv #202105F...	Accounts Payable		Professional Se...	-1,459.25
Bill Pmt -Check	06/17/2021		Inv #202105F...	US Bank Checking		Accounts Paya...	-1,459.25
One Call Concepts, Inc							
Bill	06/17/2021		Acct #09-0001...	Accounts Payable		Professional Se...	-0.04
Bill Pmt -Check	06/17/2021		Acct #09-0001...	US Bank Checking		Accounts Paya...	-0.04
Oregon Association of Water Utilities							
Bill	06/17/2021		31023/ 31024	Accounts Payable		-SPLIT-	-1,375.00
Bill Pmt -Check	06/17/2021		31023/ 31024	US Bank Checking		Accounts Paya...	-1,375.00
Oregon Health Authority- Cashier							
Bill	06/17/2021		Water Sys ID ...	Accounts Payable		Operational Ex...	-900.00
Bill Pmt -Check	06/17/2021		Water Sys ID ...	US Bank Checking		Accounts Paya...	-900.00
Petro Card							
Bill	06/17/2021		C751704	Accounts Payable		-SPLIT-	-244.16
Bill Pmt -Check	06/17/2021		C751704	US Bank Checking		Accounts Paya...	-244.16
Polk Community Development Corporation							
Bill	06/17/2021		H19009-3	Accounts Payable		'19 CDBG Hou...	-66,261.00
Bill Pmt -Check	06/17/2021		H19009-3	US Bank Checking		Accounts Paya...	-66,261.00
Valley Electric Company, LLC							
Bill	06/17/2021		May '21 State...	Accounts Payable		-SPLIT-	-515.55
Bill Pmt -Check	06/17/2021		May '21 State...	US Bank Checking		Accounts Paya...	-515.55
Walter E. Nelson Co.							
Bill	06/17/2021		Inv1604381	Accounts Payable		-SPLIT-	-570.00
Bill Pmt -Check	06/17/2021		Inv1604381	US Bank Checking		Accounts Paya...	-570.00
Westech Engineering							
Bill	06/17/2021		Inv # 248043/ ...	Accounts Payable		-SPLIT-	-2,356.10
Bill Pmt -Check	06/17/2021		Inv # 248043/ ...	US Bank Checking		Accounts Paya...	-2,356.10
Williamson & Aebi, LLP							
Bill	06/17/2021		May /21 Acco...	Accounts Payable		Professional Se...	-380.00
Bill Pmt -Check	06/17/2021		May /21 Acco...	US Bank Checking		Accounts Paya...	-380.00

City of Falls City
Paid Bills Report
As of June 30, 2021

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
CUSI				
06/30/2021	Inv. U29075	Accounts Payable		-650.75
06/30/2021	7500 Bill Statements, Ship...	Professional Services	SHARED SERVICES	650.75
Total CUSI				0.00
Frink's General Store				
06/30/2021	Invoice No.63021A	Accounts Payable		-246.83
06/30/2021	PW Misc. Batteries/Clamp...	Equipment O & M	SHARED SERVICES	246.83
Total Frink's General Store				0.00
Great American Financial Services				
06/30/2021	Inv29542436	Accounts Payable		-189.00
06/30/2021	Copier Lease Payment 06/...	Professional Services	SHARED SERVICES	189.00
Total Great American Financial Services				0.00
Mid Willamette Valley COG				
06/30/2021	Inv #202106	Accounts Payable		-14,000.00
06/30/2021	Contract item II execution ...	'17 CDBG Wastewater ...	13 SEWER FUND	4,000.00
06/30/2021	Contract Item II E. Upon 5...	'17 CDBG Wastewater ...	13 SEWER FUND	10,000.00
Total Mid Willamette Valley COG				0.00
MNOP				
06/30/2021	Juen' 21 statement	Accounts Payable		-621.94
06/30/2021	INV A4121520-IN/Finance ...	Equipment O & M	SHARED SERVICES	621.94
Total MNOP				0.00
Molalla Discount Tire				
06/30/2021	79516	Accounts Payable		-683.50
06/30/2021	Spring Clean- Tire Disposal	City Events	01 GENERAL FUND:01.0...	683.50
Total Molalla Discount Tire				0.00
Navigate Investigations				
06/30/2021	Inv 233	Accounts Payable		-300.00
06/30/2021	Background- Erwin-Dneater	Professional Services	01 GENERAL FUND:01.0...	300.00
Total Navigate Investigations				0.00
Net Assets Corporation				
06/30/2021	66-202106	Accounts Payable		-26.00
06/30/2021	Lien Searches June'21	Professional Services	SHARED SERVICES	26.00
Total Net Assets Corporation				0.00
Office Craft				
06/30/2021	Inv #1453	Accounts Payable		-105.91
06/30/2021	B/W & Color Copies	Facilities O & M	SHARED SERVICES	105.91
Total Office Craft				0.00

City of Falls City
Paid Bills Report
As of June 30, 2021

Date	Memo	Account	Class	Amount
Pacific Power				
06/30/2021	multiple accounts, 210915...	Accounts Payable		-1,581.70
06/30/2021	06/21 Parks	UTILITIES	01 GENERAL FUND:01.0...	73.49
06/30/2021	06/21 Sewer Power	UTILITIES	13 SEWER FUND	349.40
06/30/2021	06/21 Fire Power	UTILITIES	82 FIRE EQUIPMENT/OP...	125.02
06/30/2021	06/21 Street Power	UTILITIES	11 STREET FUND	506.54
06/30/2021	06/21 Water Power	UTILITIES	20 WATER OPERATING ...	60.08
06/30/2021	05/21 City Hall & Dr Ofc P...	UTILITIES	SHARED SERVICES	467.17
Total Pacific Power				0.00
Petro Card				
06/30/2021	C765505/C758568	Accounts Payable		-480.47
06/30/2021	PW Fuel	Equipment O & M	SHARED SERVICES	480.47
Total Petro Card				0.00
Quadient				
04/19/2021	Credit for overpayment	Accounts Payable		257.05
04/19/2021	Credit for overpayment	Operational Expenses	SHARED SERVICES	-257.05
06/30/2021	Acct: 7900 0440 8064 7419	Accounts Payable		-389.85
06/30/2021	Postage & Machine 06/21	Operational Expenses	SHARED SERVICES	389.85
Total Quadient				0.00
Royal Flush Portables, Inc				
06/30/2021	A-30445	Accounts Payable		-190.00
06/30/2021	Porta Potty, delivery, hand ...	City Events	01 GENERAL FUND:01.0...	190.00
Total Royal Flush Portables, Inc				0.00
Spectrum Business				
06/30/2021	Inv #0020995061821-0019...	Accounts Payable		-447.89
06/30/2021	Clinic phone/internet	UTILITIES	SHARED SERVICES	122.97
06/30/2021	City Hall phone/internet	UTILITIES	SHARED SERVICES	209.95
06/30/2021	Fire phone/internet	UTILITIES	82 FIRE EQUIPMENT/OP...	38.33
06/30/2021	CC phone/internet	UTILITIES	SHARED SERVICES	76.64
Total Spectrum Business				0.00
TerryByte Computer Repair				
06/30/2021	Inv001176	Accounts Payable		-250.00
06/30/2021	June MSP 3 Hours , Rem...	Professional Services	SHARED SERVICES	225.00
06/30/2021	Remote Connection	Professional Services	SHARED SERVICES	25.00
Total TerryByte Computer Repair				0.00
Van Well Building Supply				
06/30/2021	June 21' Statement	Accounts Payable		-29.97
06/30/2021	Memroial Day Falg- Street ...	City Events	01 GENERAL FUND:01.0...	29.97
Total Van Well Building Supply				0.00

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City of Falls City
Paid Bills Report
As of June 30, 2021

<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Verizon Wireless				
06/30/2021	Inv 9882629144	Accounts Payable		-55.46
06/30/2021	PW Duty Phone 6/21	Internet/Phone	SHARED SERVICES	55.46
Total Verizon Wireless				0.00
Westech Engineering				
06/30/2021	Inv # 248484	Accounts Payable		-525.00
06/30/2021	Engineer VIII- 3.5 Hours	'17 CDBG Wastewater ...	13 SEWER FUND	525.00
Total Westech Engineering				0.00
Xerox Financial Services				
06/30/2021	2681123	Accounts Payable		-25.00
06/30/2021	06/19-07/18 monthly Paym...	Professional Services	SHARED SERVICES	25.00
Total Xerox Financial Services				0.00
TOTAL				0.00



GROUP CAMPING PERMIT
08/13/2021 - 08/16/2021

CITY OF FALLS CITY
299 MILL ST
FALLS CITY, OR 97344
PH. (503) 787-3631
WWW.FALLSCITYOREGON.GOV

From: Falls City Council via City Recorder
To: John and Nancy Hibbs for the Old Timers Picnic
Date: June 22, 2021
Re: Group Camping Permit for August 13, 2021- August 16, 2021 (3 Nights)

If approved by the City Council, this document shall serve as the overnight camping permit for George Kitchen Upper Park.

This permit allows camping on the indicated dates subject to, and contingent upon all applicable Federal, State and Local Laws, the rules and conditions below, and any additional added by the City Council. ***Failure to abide by these laws, rules, and conditions will result in immediate revocation of your camping privilege, potential trespass from the park, and/or legal action.***

• **Conditions:**

- Any camper may have their camping privilege immediately revoked by the Camp Host, an authorized City Staff Member, the Oregon State Police, or the Polk County Sheriff's Office, for a suspected or actual violation of any law or the below rules and conditions.
- This permit authorizes Old Timers Picnic guests to camp overnight at George Kitchen Upper Park. Dan Shell may, at his discretion, revoke the camping privilege of any person in his group.
- Campers not a part of the Old Timers Picnic group are not permitted to camp unless authorized under a separate permit.
- Camping under this permit shall not begin until 7 a.m. on 08/13/2021 and shall cease entirely by dusk on 08/16/2021.
- The point of contact for this permit is **John and Nancy Hibbs** their contact information is on file at City Hall with this permit.
- This permit authorizes camping for no more than 15 campers in the Old Timers Picnic group.
- By accepting this permit, John and Nancy Hibbs assumes responsibility and liability for the actions and conduct of all campers in his group.

• **Camp Rules:**

- All campers at the George Kitchen Upper Park must abide by all park rules, and all local, state, and federal laws, even if not listed here.

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- All campers will be respectful to staff, guests, and other campers, at all times.
- The City Fire Marshall and/or Camp Host may disallow fires at any time for any reason or no reason. **All backyard burning is propitiated until further notice.**
- Subject to the authority of the City Fire Marshall and/or Camp Host, fires in an enclosed fire pit of no more than 3 feet in diameter are allowed. Flames may not exceed 3 feet in height from the ground. Compliance with DEQ rules (attached) is also required. **All backyard burning is propitiated until further notice.**
- Quiet time, in accordance with Falls City Ordinances, is 10pm – 7am. We ask that all noise be kept reasonable, even outside the quiet time window as there is a neighborhood adjacent to the grounds.
- Campers must take out, or properly dispose of, everything you bring in!
- Campers must use on-site or approved restroom facilities for bodily movements of all varieties.
- All camp sites must be restored the condition they were in prior to camping.
- Campers will set camp in cooperation with the camp host.
- Campers MUST keep this permit at their camp site at all times.

● **Information:**

- Falls City Camp Hosts, Travis Erwin and Sarah Dneaster, are located next to the restrooms in an RV. His phone number is 971.787.4118.
- Water is available at multiple locations on the grounds.

● **Council Action:**

- I move the City Council of Falls City **Grant/Deny/Amend** the camping request contained herein.
- Ayes _____ Nays _____ Abstain _____

- This permit is (granted/denied) _____ ON (date) _____.

City Clerk's Signature _____ (not valid unless signed).

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STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY RECORDER, JAMIE WARD
SUBJECT: NOISE PERMIT
DATE: JULY 9, 2021

SUMMARY

Mountain Gospel Fellowship is hosting its annual "Extreme Concert Tour" in their parking lot on Saturday, August 22, 2021, from 5:00 to 10:00 p.m. and required by Resolution 22-2019 to apply for a noise permit and pay the required application fee.

PREVIOUS COUNCIL ACTION

None

FINANCIAL IMPLICATIONS

Mountain Gospel fellowship paid the \$20.00 required Class A Fee.

STAFF RECOMMENDATION

Approve.

EXHIBIT

A-Noise Permit Application for Mountain Gospel Fellowship

PROPOSED MOTION

I move the City Council of the City of Falls City approve the Noise Permit for Mountain Gospel Fellowship.



Staff Use Only

Application/Permit Number

21-01

(Last Name & Date// Season of Event)

NOISE Application & Permit

Mountain Gospel Fellowship

Applicant Full Name

503-508-2994 (Amy Metzler contact)

Phone Number

PO Box 59

Applicant Mailing Address

jassmetzler@hotmail.com

Email

Falls City, OR 97344

City, State, Zip

Is applicant at least 18 years old (circle)? Yes No

Application Type (Check One):

- Class A-** For a single day activity 24 hours or less in duration and taking place within the hours of 7am and 10pm.
- Complete application must be provided to City Hall at least 7 days prior to the City Council Meeting at which it will be heard;
 - To be complete the application must be completely filled out, and accompanied by the required \$20 fee;
- Class B-** For an activity lasting more than 24 hours in duration; OR an event taking place, in any part, between the hours of 10pm and 7am.
- Complete application must be provided to City Hall at least 7 days prior to the City Council Meeting at which it will be heard;
 - To be complete the application must be completely filled out, accompanied by the required \$40 fee, and accompanied by the required proof of notice from Resolution 22-2019:

NOTICE REQUIREMENT FOR CLASS B PERMIT APPLICATIONS

Class B. Notice and Affidavit Required.

1. The applicant shall provide written notice to neighbors of the proposed noise:
 - a. On a form provided by the City;
 - b. Fully filled out by the applicant;
 - c. The notice may be mailed to the property address, or hand delivered;
 - i. Mailed notices must be sent at least 10 days prior to the City Council Meeting at which the application will be heard;
 - ii. Hand delivered notices must be delivered at least 7 days prior to the City Council Meeting at which the noise permit will be heard.
 - d. Notice must be provided to any person residing, or any owner of a business, within 400 feet of the property line of the location where the sound will be emitted.
2. The applicant shall provide the City of Falls City with proof of the written notice:
 - a. On a form provided by the City;
 - b. Fully filled out by the applicant;
 - c. The applicant must sign and date the bottom of the list in the presence of City Hall Staff, or have it notarized.

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1. Date(s), Begin/End Time(s), and Location of the noise (Class B permits may have multiple dates; reasonable description will be accepted (e.g. 2nd Friday of each month, the 19th of each month...)?

Sunday, Aug. 22nd { 5pm-10pm church parking lot (maybe done @ 9pm)
10:30am-12pm upper park

2. Type of event for which permit is sought?

parking lot concert tour (Extreme Tour) with multiple bands for ~3 hours.

AND outdoor church service in upper Park

3. The physical characteristics of the sound involved?

Bands using standard amplification systems for instruments + vocalists

4. Any other supporting information?

Same event we have had the last 2 years

All Permits are subject to the following conditions, unless waived, modified, or augmented by the City Council or their designee in writing.

1. All noise in excess of the city noise ordinance must cease on the date, and at the time approved by the City Council.
2. Maximum Decibel Levels:
 - a. 100db in Commercial/Residential, Public Agency Institutional, Industrial, and Forestry Zones;
 - b. 90db in the Residential Zone.
3. No foul language, cursing, references to violence or abuse, sexual references, innuendo, and no discriminatory language is allowed under this permit.
 - a. Permit holders shall keep a copy of the permit at the event or activity for which the permit was sought.

The undersigned applicant, or authorized agent certifies that all information contained in this application is correct and accurate, and that they do have such knowledge, and agrees to comply with all permit conditions and Falls City Ordinances at all times.

Signature of Applicant or Authorized Agent

6/20/21

Date

Staff Use Only

Received:

Complete Application

Class A permit- \$20 application fee.

Class B Permit- \$40 application fee.

Class B Permit- Class B Affidavit of Delivery

Form of Payment (e.g. cash or check) CHECK

Receipt Number # 4841

Initials of Staff Completing- I have reviewed the application for completeness and accuracy, and have taken and processed the payment above: JW

This Permit is: Approved Denied, see attached written explanation for denial.

A.J. Foscoli Date _____
Falls City, City Manager

STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: CITY MANAGER, AJ FOSCOLI
SUBJECT: COUNCIL VACANCY UPDATE
DATE: JULY 12, 2021

SUMMARY

Mayor Gordon submitted his verbal resignation to take effect end of day Tuesday, July 13th, 2021, in order to be appointed as the next Polk County Commissioner at the end of July. The Council must declare his seat vacant, announce the vacancy, and fill the position using a fair, transparent, and public process at the next council meeting.

BACKGROUND

Mayor Gordon has been appointed to the Polk County Board of Commissioners vacancy and will be sworn in sometime during the last week of July. The July 12th meeting will be his last as Mayor of Falls City and he will include a farewell address in his mayor's report.

The City Council will need to motion and adopt a timeline and process to post the vacancy, interview, and select a new mayor. According to the City Charter, the Council President will act as mayor during any interim period before the new mayor is selected.

PROCESS

Below is a proposed timeline for Council's consideration:

- Review past vacancy process and be ready to adopt with or without changes on July 12th. – REVIEW COMPLETE (SEE ATTACHMENTS)
- July 12th:
 - Option 1) declare vacancy and appoint new mayor from among council members OR Option 2) review applications for mayor from the public as notified in the newsletter. – COUNCIL DECISION based on motion
- Option 1) Upon a vacancy declared by motion, the council may choose a mayor from among council members, thereby creating a council vacancy, which would be filled in a similar manner at the next council meeting.
- Option 2) If the council chooses to review applications from the public at large, and there are multiple applicants, a) schedule a special meeting in July to hold interviews OR b) conduct interviews during the August regular meeting and swear in new mayor (in accordance with Falls City Charter to fill a vacancy within 60 days).

FINANCIAL IMPLICATIONS

None.

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STAFF RECOMMENDATION

N/A

EXHIBIT

A- City Charter Chapter VII Elections

B - Falls City Mayor Vacancy Selection Process Sample

Falls City Charter Chapter VII ELECTIONS

Section 31. Vacancies:

The mayor or a council office becomes vacant:

(a) Upon the incumbent's:

- (1) Death,
- (2) Adjudicated incompetence, or
- (3) Recall from the office.

(b) Upon declaration by the council after the incumbent's:

- (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
- (2) Absence from the city for 30 days without council consent
- (3) Absence from all council meetings within a 90-day period,
- (4) Absence from 5 council meetings in a calendar year
- (5) Ceasing to reside in the city,
- (6) Ceasing to be a qualified elector under state law,
- (7) Conviction of a public offense punishable by loss of liberty,
- (8) Resignation from the office, or
- (9) Removal under Section 33(i).

Section 32. Filling Vacancies.

A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members within 60 days of the established vacancy. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.

Exhibit B

FALLS CITY MAYOR VACANCY SELECTION PROCESS
(Sample process based on precedent)

I. Application deadline: July 30, 2021. The council vacancy has been announced and applications are currently being solicited. Applications will be accepted until 4:00 p.m., July 30, 2021. After that date and time, no further applications will be accepted or considered.

II. Candidate Forum: Monday, August 9, 2021 at 6:00 pm – Regular meeting

1. All Councilors will have been supplied with applicants' packets/application forms and the process outlined in this document in advance of the Forum.
2. The interview will be held in "Candidate Forum" fashion in the Community Center. All applicants will be seated in front of the Council. The Council President will act as Moderator.
3. Applicants will draw numbers randomly, 1-thru-5 prior to the start of the meeting. This will determine the order in which the prepared questions are asked and also determine the seating arrangement, from #1 on the left as viewed from the Moderator's seat, to the highest number on the right.
4. There will be prepared questions deemed to be relevant to service as the Mayor. Councilors will be assigned questions; each applicant will take a turn being the first to answer a question.
5. Each applicant will be limited to 2 minutes to address any question asked. This will be timed by the staff who will indicate a 30-second warning before the expiration of time. The Moderator will cut the applicant off at the end of 2 minutes.
6. After the applicant who first answers the question, the next candidate to the left will answer, until all applicants have had a chance to answer all of the questions. No applicant will be allowed to speak more than once in answer to any particular question. This step will be repeated for all applicants.
7. After all prepared questions have been answered; the floor will be thrown open for each Councilor to pose one question each to either the panel or any specific applicant. The Moderator will assure that each applicant is allowed the opportunity to answer each of these questions in turn.
8. After all questions have been answered, each applicant may make a closing statement starting with Applicant #1 and proceeding to the rest of the Applicants in order, from low to high. Each closing statement is limited to 2 minutes under the rules listed above.

Exhibit B

III. Vacancy Selection:

Inasmuch as Section 18 of the Falls City Charter requires that the vacancy be filled by a majority of the “majority of the council members then remaining in office,” that means that the appointment will require at least 3 votes. The first candidate to achieve 3 votes will be the candidate appointed as the Mayor.

The Selection Procedure is as follows:

1. That selection will be made during the meeting on August 9, 2021.
2. Each Councilor will be distributed a ballot with the names of all the applicants on it. There will also be a blank space for each Councilor to write his or her own name on the ballot. (The Oregon Public Meetings Law provides that this process must not be by secret ballot).
3. After the ballots have been distributed to the Councilors, the Mayor will open up the floor for any discussion regarding the procedures or comments regarding the applicants. It would be appropriate at this time for any Councilor to discuss the merits of any or all of the applicants and/or to declare what their vote will be and why.
4. Each Councilor will then fill out their ballot indicating their selection of one of the applicants to fill the vacant position. They will also write their own name on the ballot in the space provided.
5. The ballots will be gathered, the results read aloud by the Clerk and the outcome summarized. Each Councilor’s name will be read out loud in conjunction with their vote, for example, “Councilor Smith votes in favor of Mrs. Jones.” At the end, the Clerk will announce the summarized results. For example, “Mrs. Jones has received 3 votes, Mr. Quick has received 1 vote and Mr. Elmer has received 1 vote.” In that example, the Council President would then declare that Mrs. Jones has won the appointment to the Council by the necessary margin.
6. In the event that none of the applicants receives the necessary votes needed, then a second written ballot will be taken using the exact same procedures as in round one of the balloting. That is, distribution of the ballots, then a discussion period followed by the voting by ballot.
7. If after 2 rounds of ballot voting no applicant has yet received the required 3 votes, the Mayor will declare a 10-minute recess.
8. Following the recess, the Mayor will open up the floor to a motion from any of the Councilors to appoint a particular person from the list of applicants to fill the open position. For example, “I move that Mrs. Jones be appointed to fill the vacant

Exhibit B

Council seat.” (It would not be proper to say, “I move to nominate Mrs. Jones to fill the vacant Council seat.”). The motion will require a second. A roll-call vote will then be taken on the motion. If the motion receives 3 or more votes, then that applicant will be appointed to the open position. If not, then the floor will again be opened for another motion, and so forth until either an applicant receives the necessary votes or it is clear that there is a stalemate.

9. If the stalemate described in paragraph 8, above, the candidate with the least votes will be eliminated and the Council will start the voting process again.